

**UNITED STATES PROBATION & PRETRIAL SERVICES OFFICE  
DISTRICT OF IDAHO**



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**NOTICE OF VACANCY**

The United States Probation and Pretrial Services Office for the District of Idaho is accepting applications for the position of Probation Officer. There are five offices within the District of Idaho: Boise (headquarters office), Coeur d'Alene, Moscow, Twin Falls and Pocatello. Assignment of all positions is at the discretion of the Chief Probation & Pretrial Services Officer.

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<b>Announcement Number:</b>	<b>2009-PR-01</b>
<b>Position Title:</b>	<b>PROBATION &amp; PRETRIAL SERVICES OFFICER Permanent Full-Time Position</b>
<b>Location:</b>	<b>Pocatello, Idaho</b>
<b>Classification Level:</b>	<b>Court Personnel System (CPS) CL 23-27</b>
<b>Salary Range:</b>	<b>Starting Salary, Dependent on Qualifications *2008 pay scale CL 23 \$34,368 CL 25 \$37,524 CL 27 \$43,574 Potential Salary CL-28 \$52,250 - \$84,913 (Note: Future promotion potential up to the CL 28 without further competition)</b>
<b>Closing Date:</b>	<b>Thursday, January 15, 2008 at 5 pm MST</b>

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Successful applicant must be mature, responsible, poised, organized and meticulous; must also possess tact, good judgment, initiative and the ability to work with a wide variety of people with diverse backgrounds. Prior to appointment, the final candidate must undergo a full field background investigation and submit to drug testing as a condition of employment. In addition, the incumbent will be subject to a medical evaluation, random drug screening and updated background investigations every five years.

## **DEFINITION**

The probation officer, as an investigative, sentencing and supervision professional, is responsible for providing meaningful assistance to the court in its deliberations and decisions concerning criminal offenders, and ensuring public safety through the monitoring and supervision of offenders placed under supervision by the court, the U.S. Parole Commission or military authorities.

### **Representative Duties.**

Conducts investigations and prepares reports for the court with recommendations for sentencing of individuals convicted of federal offenses, through the use of a fully automated and computerized system. The preparation of these reports requires interviewing offenders and their families, investigating the offense, prior record and financial status of the defendant, and contacting law enforcement agencies, attorneys, victims of the crimes, schools, churches, and civic organizations. The purpose of these activities is to ascertain the defendant's background, to assess the probability of future criminal behavior and determine profit from the offense, restitution, and the defendant's ability to pay fines and costs of prosecution, incarceration and cost of supervision. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law.

Following disclosure of the presentence report to the parties, the officer analyzes any objections and determines an appropriate course of action. Such actions include resolving disputed issues and/or presenting unresolved issues to the court for resolution.

Presents presentence report and sentencing recommendations to the court. Responds to judicial officer's request for information and advice. Testifies in court as to the basis for factual findings and guideline applications. Serves as resource to the court to facilitate proper imposition of sentence.

Supervises offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment.

Maintains personal contact with offenders through office and community visits, and by telephone. Investigates employment, sources of income, lifestyle and associates to assess risk and compliance. Responsible for detection of substance abuse and, through assessment and counseling, implements the necessary treatment or violation proceedings of appropriate offenders. Refers offenders to appropriate outside agencies such as medical and drug treatment facilities, employment and training agencies.

Initiates contacts with, replies to, and seeks information from, organizations and persons such as the U.S. Parole Commission, Bureau of Prisons, and attorneys concerning offenders' behavior and conditions of supervision. Detects and investigates violations and implements appropriate alternatives and sanctions. Reports violations of the conditions of supervision to the appropriate authorities. Prepares reports, which may include application of U.S. Sentencing Commission revocation guidelines. Makes recommendations for disposition. Testifies at court or parole hearings.

Conducts preliminary interviews and other investigations as required.

Maintains a detailed written record of case activity.

**Required Education/Experience.**

Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position, is required for all probation or pretrial services officer positions.

**Specialized Experience.**

For an appointment at the CL 23 level no experience is required. For appointment at the CL 25 level, the incumbent must possess one year of progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable. For appointment at the CL 27 level, three years progressively responsible experience is required.

**Educational Substitutions.**

Completion of a bachelor's degree from an accredited college or university and one of the following requirements may be substituted for one year of specialized experience:

1. An overall "B" grade point average equaling 2.90 or better of a possible 4.0
2. Standing in the upper third of the class.
3. A "B+" (3.5) average or better in the major field of study, such as criminal justice, psychology, business or public administration, sociology or human relations.
4. Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies.

Completion of one academic year (30 semester or 45 quarter hours), of graduate work in a field of study closely related to the position equates to one year of specialized experience.

Completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree, equates to two years of specialized experience.

**Physical Requirements and Maximum Entry Age.**

The duties of probation officers, pretrial services officers, and probation officer assistants require the investigation and management of alleged criminal defendants or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary to operate a firearm, and use of self-defense tactics. On a daily basis, these officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing federal offenses.

Because officers must effectively deal with possible physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. In most instances, the amputation of an arm, hand,

leg, or foot will not disqualify an applicant from appointment, although it may be necessary for the applicant to use a prosthesis to compensate for the amputation. Any severe health problems, however, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant. Examples of health problems that may be disqualifying are hernia (with or without truss), organic heart disease (whether or not compensated), severe varicose veins, serious deformities or disabilities of the extremities, mental or nervous disease, chronic constitutional disease, and marked speech abnormalities.

Prior to appointment, the applicant selected for the position will undergo a medical examination and drug screening, with the exception of current probation officers and assistants who transfer to this district. Upon successful completion of the medical examination and drug screening, the selected applicant may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, incumbent will be subject to ongoing random drug screening, and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

Also as a condition of employment, the selected candidate must successfully complete a ten year background investigation, and every five years thereafter will be subject to an updated investigation similar to the initial one. This investigation includes an FBI fingerprint and background check, and retention in the position will depend upon a favorable suitability determination.

First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 years or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees' Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.

### **Supplemental Statement.**

All applicants will need to provide a supplemental statement that addresses the following Knowledge, Skills and Abilities (KSAs) required of the position. Please ensure that your supplemental statement addresses each KSA as a separate item and limit your response to all four KSAs to no more than four typed pages.

- (1) Skill in dealing with a wide variety of people with diverse backgrounds in the course of investigative and supervision duties.
- (2) Ability to understand, interpret, and apply policies and to implement procedures.
- (3) Ability to communicate effectively both verbally and in writing to include writing reports, investigative results, and procedural materials in a clear, concise, factual, and understandable manner.
- (4) The ability to work independently and professionally without daily supervision.

**BENEFITS:**

A generous benefits package is available and includes the following:

- ◆ Ten (10) paid federal holidays
- ◆ Paid annual and sick leave
- ◆ Retirement benefits under the Federal Employees Retirement System (FERS)
- ◆ Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- ◆ Life insurance benefits under the Federal Employees' Group Life Insurance Program (FEGLI)
- ◆ Flexible Benefits Program
- ◆ Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)
- ◆ Federal Employees' Group Long Term Disability Program (FEG LTD)
- ◆ Long Term Care Insurance options through the Federal Judiciary or the Office of Personnel Management (OPM)

**Application Process.**

Qualified applicants should send a **letter of interest, current resume, supplemental statement** and a **completed AO-78, Application for Federal Employment, form\*** by 5 p.m. MST on the closing date to:

**United States Probation & Pretrial Services Office**

**U.S. Courts**

**Attn: Julie Glass, Human Resources**

**550 West Fort Street,**

**Boise, ID 83724**

**[Julie\\_Glass@id.uscourts.gov](mailto:Julie_Glass@id.uscourts.gov)**

**emails accepted in PDF format**

**NO FAXES PLEASE**

\*Application forms (AO-78) are available on our website in fillable format at [www.idp.uscourts.gov](http://www.idp.uscourts.gov). Please print or type all information and sign where indicated. If your application does not provide all the requested information, or if your applicant packet is not complete, you may lose consideration for this position.

Only qualified applicants will be considered for this position. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. The Federal Financial Management Reform Act requires direct deposit of federal wages.

Due to the expected high volume of applicants for this position, the U.S. Probation & Pretrial Services Office will only make contact with those qualified applicants who will be invited for an interview.

**THE UNITED STATES PROBATION & PRETRIAL SERVICES OFFICE  
IS AN EQUAL OPPORTUNITY EMPLOYER**